

Leave of Absence (LOA) and Withdrawal Form for F1 Students



CONCORDIA
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CENTER

This form must be completed in advance of taking a leave of absence or withdrawing. Make sure you read LOA guidelines and clearly understand the information on this form.

PERSONAL INFORMATION

ID: E00_____ SEVIS No. N00_____ Date of Birth [MM/DD/YY]: _____
Last Name: _____ First Name: _____ Country of Citizenship: _____
Phone No.: _____ Email Address: _____

DEGREE LEVEL: Bachelor Master Doctorate Exchange IEP **MAJOR:** _____

I understand:

- This form **only** affects my immigration status. I need to contact my academic advisor with questions about my academic status. I need to contact other CUI offices regarding their policies about withdrawals/leave of absences/early departures and complete any necessary applications or required steps.
- My SEVIS record (I-20 form) will be terminated, ending my F-1 status. The termination type is “authorized early withdrawal.”
- I must physically leave the U.S. within 15 days of the SEVIS termination date. This deadline is enforced by the U.S. government;
- Students who do not depart on time may be directly contacted by Immigrations and Customs Enforcement (ICE).
- I must stop participating in any F-1 work programs (examples: CPT, on-campus employment, OPT).
- I cannot use my current I-20 to reenter the U.S. unless it is reactivated. If, during my time off, I wish to visit the U.S., I will need to enter under a different visa type (such as B-2 visitor or visa-waiver).

LEAVE OF ABSENCE INFORMATION

I am requesting a Leave of Absence for:

Fall Spring Summer Session 1 Session 2 Year: 20_____

Last date of attendance: _____ Date of Departure from the U.S.: _____

Expected semester/session of return: Fall Spring Summer Session 1 Session 2 Year: 20_____

Expected Re-entry Date (IF APPLICABLE): _____ Country plan to return: _____

STUDENT'S REASONS FOR LEAVE: Choose One Below

- Complete withdrawal from CUI (DO NOT PLAN ON RETURNING TO CUI TO STUDY) ; Return to home country Yes No
- Leave of Absence (MEDICAL REASON: Attach Reduced Course Load Form and Medical Documentation)
- Leave of Absence (Out of U.S. less than 5 months)
- Leave of Absence (Out of U.S. more than 5 months)
- Study Abroad
- Approved Session break(s) FOR IEP Students Only (You must have completed four (4) consecutive sessions at CUI)
- Other (Please explain) _____

SIGNATURES

I have read and understand the leave of absence guidelines and restrictions. I understand what actions P/DSO will take in my SEVIS record regarding my LOA or withdrawal. I am responsible for any academic, financial, or immigration consequences of my LOA or withdrawal request.

Student Signature: _____

Date: _____

LEAVE OF ABSENCE (LOA) INFORMATION AND GUIDELINES FOR F1 STUDENTS

Leave of Absence means that you intend to return to your studies at CUI. Immigration allows students to be out of the US for up to 5 months and return on the current I-20, if the leave is approved. If out of the US for more than 5 months, the student will need to obtain new immigration documents prior to returning to the US. Time is counted from date of departure. Detailed instructions about returning after a leave are below. Check-in with your immigration documents is required upon return to the US.

LOA for **ONLY One Session or One Semester**, & Outside of the U.S. for **LESS THAN** 5 Months:

Before your departure

1. Submit '[Official Withdrawal Form](#)' at the Registrar's office.
2. Fill out and submit LOA Form to your PDSO/DSO.
3. PDSO/DSO terminates your SEVIS record;
4. You must **depart the U.S. within 15 days** after the termination of your SEVIS record;

For Re-entry after Leave of Absence (Start the process at least 50 days before you plan to return to the US.)

5. Contact Director of International Student Admissions at lonnie.lee@cui.edu to reapply. You must be readmitted and submit 'readmit' admissions letter to 'reactivate' your I-20.
6. Inform the PDSO (email at rachel.kim3@cui.edu) of your travel plan no later than 50 days of your intended re-entry to the U.S.
7. PDSO/DSO submit a reactivation request to SEVP to have your 'Terminated' status SEVIS/I-20 record returned to 'Active' status. (This may take up to 30 days. The PDSO will contact you once the SEVIS record reactivation request has been approved by SEVIS).
8. You may re-enter the U.S. with your original I-20.

LOA for **MORE THAN One Session or One Semester**, but Outside of the U.S. for **MORE Than** 5 Months:

Before your departure

1. Submit '[Official Withdrawal Form](#)' at the Registrar's office.
2. Fill out and submit LOA Form to your PDSO/DSO.
3. PDSO/DSO terminates your SEVIS record.
4. You must **depart the U.S. within 15 days** after the termination of your SEVIS record;

For Re-entry after Leave of Absence

5. Contact Director of International Student Admissions at lonnie.lee@cui.edu to reapply. You must be readmitted and submit 'readmit' admissions letter to 'reactivate' your I-20.
6. Must request a new I-20 at least 60 days before returning to the U.S. -please submit to the PDSO/DSO (email at rachel.kim3@cui.edu) the I-20 Request Form. **Your current I-20 is no longer valid.**
7. Must pay the SEVIS fee for the new SEVIS number on the new I-20.
8. May need to apply for a new visa (even if your current visa is still valid)-please check with the U.S. embassy/consulate in your residence abroad.

(NOTE: You will not be eligible for off-campus employment benefits until you are in your new F-1 status for at least one academic year.

All international students returning from a leave:

You **MUST** check-in with the PDSO/DSO after returning from a period of absence. Please bring your I-20, passport, and new I-94 with you so that we can check the dates of your absence and update your SEVIS record.